



Evaluation Entry System Overview

Module 5: EES Overview



Agenda

- Accessing EES
- Landing Page
- OER
- NCOER
- Recent Activity
- Tools
- Evaluation Support and Help
- External Links and Resources



Evaluation Entry System (EES)

<https://evaluations.hrc.army.mil/>
(EES website)

<https://evalentry.hrc.army.mil/>
(NCOER training environment)



EES Terms Page

S. Army Evaluation Entry System - Windows Internet Explorer

https://evaluations.hrc.army.mil/

U.S. Army Evaluation Entry Sys... Structured Self Developme

Page Safety Tools

FOUO - Unclassified

Evaluation Entry System
U.S. Army Human Resources Command

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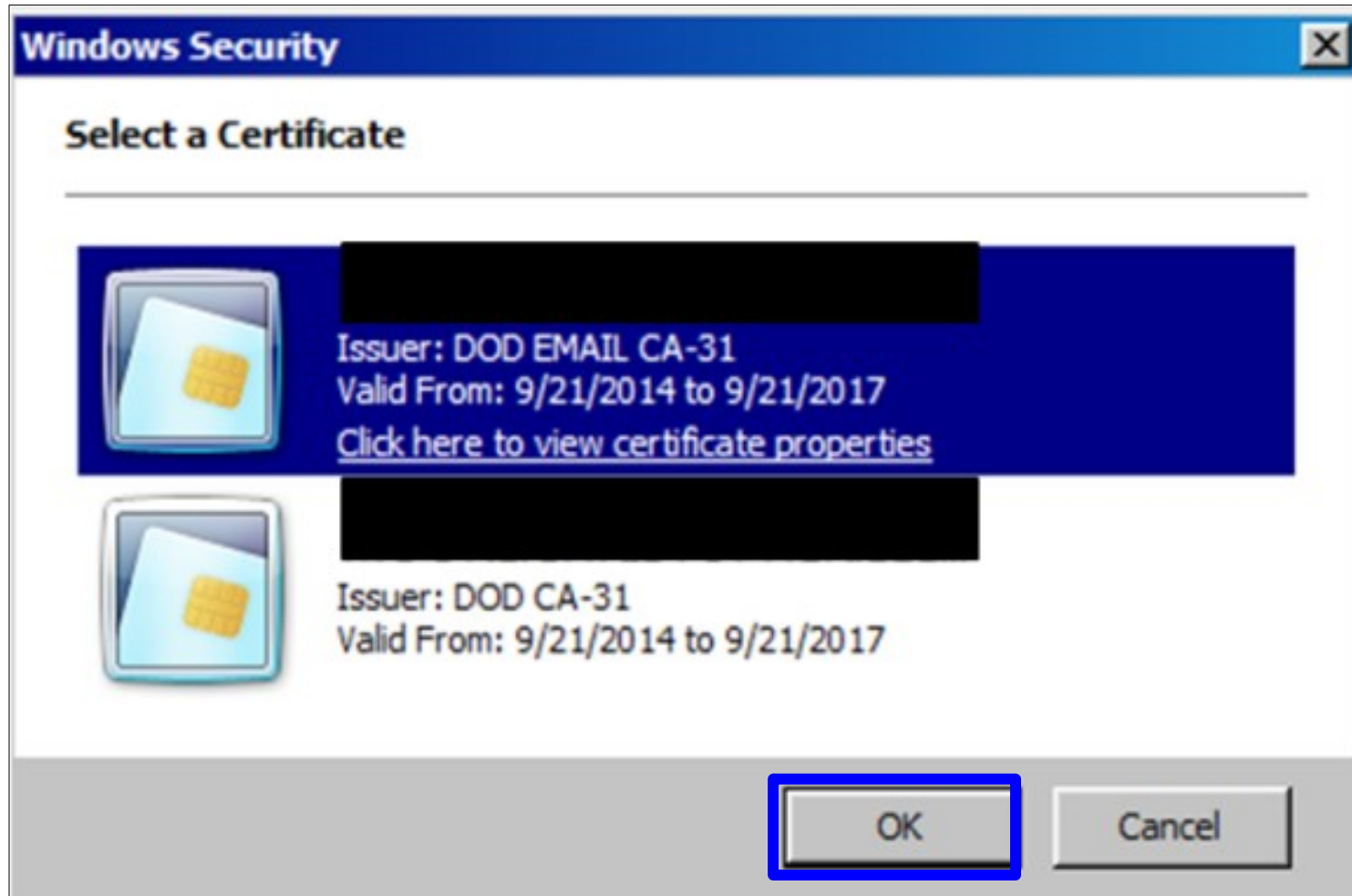
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EES Digital Credentials





OER

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External Links and Resources

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- [DA PAM 600-4](#)
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- [Army Doctrine References](#)

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Please select an option below:

OER	NCOER
Create OER Support Form	Create NCOER Support Form
Edit OER Support Form	Edit NCOER Support Form
Create New OER	Create New NCOER
Continue/View Active OERs	Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate	View my Rater and Senior Rater Profile
Manage Rating Chain	View Forms
Signature Removal	Manage Delegates
Request ERS Access	Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
---------------	-----------	-----------	--------

Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
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NCOER

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Manage Delegates

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Manage Delegates (cont.)

Manage Delegates

Delegates for **Rater, Senior** in the role of **SENIOR RATER**

Instructions

Delegation allows Raters and Senior Raters to designate authority for the processing of evaluations in their organization. Creating delegates will allow up to two delegates to see/manage the Senior Rater's Profile or the Rater's Profile (The delegates must be authorized access to each profile individually).

Select the box under "View Rating Profile" to authorize viewing of the Senior Rater or Rater Profile

Only two delegates may be authorized to add names to this list. If "Manage Delegates" is checked, Up to two individuals will be authorized to add other administrative personnel authorized to assist in the preparation and submission of evaluations.

Select the box under "Manage Delegates" to authorize adding names to this list.

Up to ten delegates may be authorized to assist in the preparation and submission of evaluations on your behalf after signatures are applied.

Select the box under "Edit and Submit Evaluations" to authorize assistants in the preparation and submission of evaluations.

	Name	Manage Delegates	View Rating Profile	Edit and Submit Evaluations	1SG/SGM/CSM Reviewer	Start	End	
1.	Delegate, SR	☐	☐	☐	☒	20150415	20160415	Remove
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								



Manage Delegates (cont.)

Delegate Selection

Enter the DOD ID Number or SSN and first two letters of the last name of any individual for whom you wish to list as a delegate.

DOD ID Number

Last Name

[Switch to search by SSN] ☐

Save

Cancel



Manage Delegates (cont.)

Manage Delegates

Delegates for **Rater, Senior** in the role of **SENIOR RATER**

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Under "Manage Delegates" to names to this list.

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Select the box under "Edit and Submit

the

ons.

	Name	Manage Delegates	View Rating Profile	Edit and Submit Evaluations	1SG/SGM/CSM Reviewer	Start	End	
1.	Delegate, SR	☐	☐	☐	☒	20150415	20160415	Remove
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

NOTE: Ensure the Start Date is set to 20150901. If the Start Date is after this date, any evaluation/support form submitted prior to the delegation date will not be visible to the delegate.



Manage Delegates (cont.)

Ensure to select the proper role (Rater or Senior Rater)

Manage Delegates

Delegates for **Rater, Senior** in the role of **SENIOR RATER**

	Name	Manage Delegates	View Rating Profile	Edit and Submit Evaluations	1SG/SGM/CSM Reviewer	Start	End	
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2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Click "Remove".

You must click "Update Permissions" to validate this as a successful transaction.

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Enlisted Advisor Comments

Dialogue Information

Rater and Senior Rater Enlisted Advisor Comments for Eval ID: 235872
Rated Soldier: RANGEL, RAQUEL
Rater: COLLINS, VICTOR, D
Senior Rater: MCDERMID, STEPHEN, J

Print

Camacho, Denise 1234567890 (04/14/2015 17:05:01): Sir, I'll review this tomorrow.

Camacho, Denise 1234567890 (04/15/2015 08:05:26): Sir, I reviewed this NCOER.
Per our discussion, this assessment is appropriate.

submit



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Check on Learning

1. When can users access NCOERs and NCOER Support Forms on the EES website?
2. How many Evaluations can the user view in the Recent Activity Section?
3. How can the user view his / her profile?
4. How can the user contact HRC's "IT Expert?"



Summary

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- Tools
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Questions



Ask an IT Expert:
usarmy.knox.hrc.mbx.it-help-desk@mail.mil